

# MONTANA CHEMICAL DEPENDENCY CENTER

## POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: Hepatitis B Vaccination</b>	
<b>Policy Number: ICP 05</b>	<b>Standards/Statutes: ARM 37.27.121</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

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### **PURPOSE:**

To provide employees protection against hepatitis B virus through vaccine.

### **POLICY:**

The hepatitis B vaccine series is offered to all employees at the start of their employment at no cost to the employee. If the employee refuses the vaccine series at that time, the employee is made aware that they can change their mind at any time and receive the vaccine series.

### **PROCEDURE:**

- I. At the time of hire, the employee health nurse will offer educational material regarding the hepatitis B virus and offer the employee the hepatitis B vaccine series.
- II. If the employee has already had the hepatitis B vaccination series, they need to supply documentation of the dates to the employee health nurse.
- III. The vaccine series is optional. If the employee has never received the vaccine and refuses it, the employee must sign a refusal form.
- IV. If the employee agrees to have the hepatitis B vaccination series, the schedule consists of three injections: the first injection, then the second injection one month after the first, the third injection six months after the first. The employee health nurse is responsible to give the vaccine series as recommended.
- V. OSHA does not require a follow-up Hep B titer, but recommends that six weeks to six months following the completion of the series, a titer be checked. The employee is encouraged to get this titer. This service is free of charge.
- VI. Documentation of the hepatitis B vaccination series and the results of the titer are kept in the employee's health file. Upon request, a copy is also given to the employee.

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